



LEROY D. BACA, SHERIFF

County of Los Angeles
Sheriff's Department Headquarters
4700 Ramona Boulevard
Monterey Park, California 91754-2169



April 24, 2012

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
Los Angeles, California 90012

Dear Supervisors:

**30-DAY STATUS OF RECOMMENDATIONS MADE IN THE OCTOBER 18, 2011,
BOARD OF SUPERVISORS' MEETING REGARDING THE MERRICK BOBB AND
OFFICE OF INDEPENDENT REVIEW REGARDING THE JAIL SYSTEM**

On October 18, 2011, your Board requested that the Sheriff's Department (Department) report back on the motion to immediately implement the recommendations previously made by Special Counsel Merrick Bobb and the Office of Independent Review. In addition, your Board requested the Department report back on deputy worn video cameras, the status of the Department's hiring practices, sting audits, a force rollout team, and the length of time deputies serve in the jails. Attached is an update on each recommendation from the March 27, 2012, response.

Should you have any questions or require additional information, please contact me or Assistant Sheriff Cecil W. Rhambo, Jr., at (323) 526-5065.

Sincerely,

LEROY D. BACA
SHERIFF

A Tradition of Service

RECOMMENDATIONS BY MERRICK BOBB AND OFFICE OF INDEPENDENT REVIEW
REGARDING THE JAIL SYSTEM

COUNTY OF LOS ANGELES - SHERIFF'S DEPARTMENT

The purpose of this document is to provide a status of the recommendations by date and title, prepared by Special Counsel Merrick J. Bobb, the Office of Independent Review (OIR), and the Board of Supervisors.

- I. Install surveillance cameras at the Men's Central Jail, the Inmate Reception Center and the Twin Towers Correctional Facility within 30 days and develop a plan to purchase and install surveillance cameras at the remaining jail facilities.**

To date, the Department has installed 705 cameras at Men's Central Jail (MCJ) with 301 currently recording. The Department is on schedule to have the remaining 404 cameras online and recording at MCJ by the end of May 2012.

The Department is currently installing cameras at Twin Towers Custody Facility (TTCF) and the Inmate Reception Center (IRC). Currently, 277 cameras have been installed at TTCF (2 recording), and 17 at IRC (all recording).

The attached document (Camera Project Status Report) depicts the Department's current status on camera installation and the projected total of cameras.

Data Storage

The video storage servers provide storage of video data. They were received and installed in December 2011. With existing funds, additional memory has been ordered to get closer to our goal of providing long-term storage of video for 25 months at MCJ and TTCF. Technicians are analyzing equipment efficiency and quality of resolution as cameras are added to the servers. Several options regarding video storage are being considered in order to meet legal and Board approved requirements for video storage, while also maintaining quality resolution at a reasonable cost.

The network upgrade equipment was received in March and is currently being installed. These are the servers that send the feed from the cameras to the video storage server.

Policy

The Department has drafted a new policy regarding video surveillance. The policy is in the final stages of being reviewed by Department executives and County Counsel. The new policy is on schedule to be formally published at the end of May 2012, concurrent with the completion of camera installation at MCJ.

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Sheriff's Department Manuals, Policies, Directives, and Unit Orders

The Department, at the request of Supervisor Gloria Molina during the March 27, 2012, Board of Supervisor's meeting, is currently working with County Counsel to determine the effectiveness of incorporating all Department directives and unit orders into the Department's Manual of Policy and Procedures.

Based on the Department's Manual of Policy and Procedures (MPP) section 3-01/030.10 Obedience to Laws, Regulations, and Orders, the Department has full authority to hold employees accountable for all laws, regulations, directives and unit specific orders (attached). However, the Department will continue to work with County Counsel to provide the Board an update.

II. Eliminate the use of heavy flashlights as batons to subdue inmates.

The Department and the Association for Los Angeles Deputy Sheriffs (ALADS) came to a mutual agreement regarding the use of flashlights in the jails. The Sheriff has directed and approved a new policy to limit the size and weight of the flashlight. The policy specifies that the flashlights shall not weigh more than 16 ounces, and shall not be more than 13 inches in length. Flashlights longer than 6 inches shall be of plastic or nylon composite material only. It is anticipated that the new policy will be implemented and effective June 1, 2012.

III. Eliminate the use of "steel-toe" shoes.

Recommendation implemented.

On October 24, 2011, the Department made revisions to the existing "Footwear" policy (MPP 3-03/225.00). This policy was published into the Department's Manual of Policy and Procedures and disseminated to all personnel on February 12, 2012.

Research of existing personnel showed that Department personnel have never worn "steel toe" boots in any capacity; however, the Department formally revised the policy to strictly prohibit any use of "steel toe" boots.

IV. Revise the Policy on Head Strikes with Impact Weapons to forbid all head strikes, including, but not limited to, head strikes against fixed objects such as floors, walls or jail bars, unless the standard for lethal force has been met.

Recommendation implemented.

On October 10, 2011, the Sheriff initiated a "Force Prevention" policy (CDM 3-02/035.00) which provides direction for personnel relating to respect based

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treatment of incarcerated individuals. This policy was published into the Custody Division Manual and disseminated to all custody assigned personnel on November 8, 2011. The policy was then discussed with the ALADS working group in which revisions were made. The revised Force Prevention policy was republished and redistributed to all personnel in the jails on March 19, 2012.

On October 26, 2011, the Department made additions to the existing "Unreasonable Force" (MPP 3-01/025.10) policy and the "Activation of Force/Shooting Response Teams" (MPP 5-09/434.05) to strictly prohibit head strikes against a hard object. Unless otherwise handled by the Internal Affairs Bureau (IAB), the Custody Force Response Team (CFRT) responds to all force incidents where any head strike occurs, whether the strike is initiated by personnel, or by contact with floors, walls or other hard objects. The "Unreasonable Force" and "Activation of Force/Shooting Response Teams" policies were published into the Department's Manual of Policy and Procedures and disseminated to all personnel on February 13, 2012.

V. Rotate Jail Deputies between floors at Men's Central Jail and other jail facilities at no less than six-month intervals.

Recommendation implemented.

In January 2011, MCJ began rotating their staff no less than every six months. After consulting with ALADS, a new Custody Directive "Mandatory Rotation of Line Personnel in Custody" (12-001) was published and disseminated to all custody personnel on February 17, 2012, mandating the rotation of all Custody line personnel every six months.

VI. Enforce the Anti-Retaliation Policy to prevent Sheriff's deputies from retaliating against inmates speaking with legal representatives or inmate advocacy groups or for expressing dissatisfaction with jail conditions.

Recommendation implemented.

In August 2011, the Department made revisions to the existing "Treatment of Inmates" (CDM 5-12/005.00) policy to prevent deputies from retaliating against inmates. All staff assigned to Custody Divisions were provided a formal briefing on the revisions to the policy. The briefing began August 4, 2011, and continued for a two-week period. In addition, the Department redistributed the policy on October 25, 2011, for another two-week recurring briefing to ensure each staff member was fully aware of the expectations of the policy and mandated quarterly recurring briefings be conducted.

The Department made additional revisions to the existing "Treatment of Inmates" policy in order to separate and create specific orders relating to retaliation

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against inmates. The Custody Division Manual, "Anti-Retaliation Policy" (CDM 5-12/005.05) mandates that all complaints of retaliation are forwarded to IAB; the Captain of IAB will determine which unit will conduct the investigation. This revised version of the "Treatment of Inmates" policy and the new "Anti-Retaliation Policy" were published and disseminated to all custody personnel on February 27, 2012.

- VII. Interviews of inmates who make claims of excessive force should not be conducted by, or in the presence of, the deputies or their supervising sergeant involved in the alleged use of force.**

Recommendation implemented.

On October, 26, 2011, the Department made revisions to the existing "Use of Force Reporting and Review Procedures" (MPP 5-09/430.00) policy ensuring privacy during force interviews. This policy was published in the Department's Manual of Policy and Procedures and disseminated to all personnel on February 13, 2012.

- VIII. Interviews of inmates alleging use of force and any witnesses must occur as soon as feasibly possible, but no later than 48 hours of the incident.**

Recommendation implemented.

On October, 26, 2011, the Department made revisions to the existing "Use of Force Reporting and Review Procedures" (MPP 5-09/430.00) policy directing supervisors to immediately conduct interviews. As noted in VII, this policy was published in the Department's Manual of Policy and Procedures and disseminated to all personnel on February 13, 2012.

- IX. Develop a prioritization process for Use of Force Investigations to ensure that the most severe incidents are completed within 30 days and that all others are completed within 60 to 90 days.**

Recommendation implemented.

The Department developed a CFRT Directive (11-005) that established new criteria for force review in the jails. This ensures that significant force cases, not handled by IAB, are externally evaluated and completed within 30 days. At that time, they are reviewed by the newly formed Custody Force Review Committee (CFRC), which consists of three commanders. The last CFRC was conducted on April 17, 2012, and included oversight by the OIR. The next CFRC is scheduled for May 1, 2012.

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REGARDING THE JAIL SYSTEM

The Department continues to process the most severe incidents as IAB investigations, which are generally completed within 90 days unless unexpected circumstances arise.

The CFRT Directive was published and disseminated to all custody personnel on November 7, 2011. The CFRC policy is in the final stages of the approval process.

- X. Develop a plan for more intense supervision that requires jail sergeants to directly supervise jail deputies, including walking the row of jail cells and floors and responding as soon as possible to any notification of interaction where force is being used on an inmate.**

Recommendation Implemented at MCJ.

On October 27, 2011, the Department delivered a letter to the Chief Executive Officer requesting additional supervisory staff in the jails. However, the Department felt it was imperative to immediately increase staffing at MCJ.

Effective November 6, 2011, 19 sergeants were added to MCJ current staffing to ensure the appropriate supervision was in place. These items were removed from other critical areas within the Department and deployed to cover both Day and PM shifts. There are now two sergeants assigned to 2000, 3000, 4000, 5000, and 9000 floors, and a full-time sergeant is dedicated to 1700/1750. All sergeants were briefed on the expectations to be visible and actively monitoring activity on the floor at all times. In addition, the Department is working on "duty statements" for all custody personnel to ensure they have a full understanding of the expectations of their assignment.

- XI. Immediately mandate that all custody medical personnel report all suspicious injuries of inmates to the Internal Affairs Bureau or the Captain of the jail facility where the inmate is housed.**

Recommendation implemented.

On October 26, 2011, the Department's Medical Services Bureau revised the "Injury/Illness Report - Inmate" policy (M206.09) to include a provision requiring medical staff to advise the facility watch commander in the event an inmate reports/alleges that their injuries are the result of force used by a Department employee. This policy was disseminated to all medical personnel on October 26, 2011.

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XII. Report back on the role of the new jail commanders and how they will be used to reduce jail violence.

As reported to the Board on November 1, 2011.

Since the implementation of efforts by the CMTF to reduce jail violence and the associated use of force incidents, total significant uses of force continue to decline. Two documents are attached relating to force incidents in the jails:

- Force Used by Month – Significant force vs. Less significant force*
- Force Year to date – 2007 to 2012*

The jail commanders continue to work with each custody unit to accomplish the goals set forth by the Sheriff.

The jail commanders oversee the operations of the CMTF, comprised of five commanders, eight lieutenants, eight sergeants, and four support staff. The lieutenants, sergeants, and support staff are all items that were removed from critical units within the Department and deployed to this task force.

The CMTF Mission is to assess and transform the culture of the custody facilities in order to provide a safe, secure learning environment for our Department personnel and the inmates placed in the Department's care. The CMTF's purpose is to empower Department personnel to provide a level of professionalism and serve the needs of inmates consistent with the Department's "Core Values."

The CMTF's responsibilities and goals include promoting community trust, reducing jail violence by changing the deputy culture of the custody environment, encouraging respect based communications with inmates, reviewing and implementing new training for staff assigned to the jails, preparing and revising all directives/policies necessary to implement Special Counsel Merrick Bobb/OIR recommendations, analyzing force incidents, and developing and implementing a custodial career path.

The eight lieutenants work directly in accomplishing the goals set forth by the Sheriff and commanders. The eight sergeants are comprised as a jail force "roll-out" team (CFRT) who oversee, mentor, and review all significant force cases that meet a particular criterion, yet do not rise to the level of an IAB investigation.

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- XIII. Sheriff to work with the Chief Executive Office to immediately study the feasibility of purchasing Officer Worn Video cameras for all Custody personnel to use, to identify potential funding for this purpose, and develop appropriate policies and procedures for the use of these cameras. Policies should include a requirement that custody personnel record all interactions with inmates, including Title 15 checks, any movement throughout the jail facilities and any use of force. Each failure to record or immediately report any use of force against inmates must be appropriately disciplined.**

As reported to the Board on March 13, 2012.

The Department is conducting a six month "Proof of Concept" in order to determine whether there is a practical use for Personal Video Recording Devices (PVRD) in Custody Division.

The Department has received and issued 30 PVRD's for the pilot program. The CMTF drafted a guideline and conducted training for the volunteer deputies involved in the program. The pilot program began on February 26, 2012, and will be re-evaluated in six months. The PVRD's are worn by deputies interacting with inmates at MCJ and TTCF.

- XIV. Consider the feasibility of targeted and random undercover sting operations performed in custody facilities to ensure deputies are working within policy.**

The Sheriff discussed this motion during the November 1, 2011, closed session meeting.

- XV. Consider a "roll-out team" to investigate when there is a use of force in a custody facility.**

Recommendation implemented.

Beginning November 2011, the Department created the CFRT, comprised of eight sergeants and a lieutenant, who are tasked with responding to selected custody facility force incidents.

The CMTF created a set of criteria that mandate facility watch commanders to contact the CFRT and request a response. The CFRT Sergeant will oversee and assist in the force documentation for the facility. In the course of reviewing the incident, the CFRT Sergeant shall give specific direction to the handling supervisor. If any policy violations are discovered, the CFRT will immediately assume responsibility of the force investigation and initiate an IAB investigation.

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All incidents requiring a CFRT response will be reviewed by a newly formed CFRC comprised of three commanders assigned to Custody Division. The CFRC has the authority to order additional investigation, make recommendations, or request an IAB investigation if there appears to be a possible violation of Department policy. Since the implementation of the CFRT, they have responded to 41 incidents.

XVI. Report back in 30 days on the hiring standards for deputy sheriffs and how they changed during the last hiring push.

Recommendation completed - A full report on the hiring standards was provided in the November 1, 2011, letter.

XVII. Consider a two-track career path for deputies, patrol deputies and custody deputies.

Feasibility study on-going.

On December 16, 2011, members of the CMTF concluded an extensive two-month study which analyzed different methods of implementing a two-track career path within the LASD. Study results and CMTF recommendations have been presented to the Chief Executive Office (CEO), ALADS, Professional Peace Officers Association (PPOA), and the Public Safety Cluster Agenda Review meeting on February 8, 2012. The Department will be working with the CEO towards implementation of this proposal.

XVIII. Review existing policy of assigning new deputies to custody functions, specifically, the length of time spent in custody and the hiring trend as its primary determining factor, and revise the policy to reduce the length of time deputies serve in custody.

On October 28, 2011, the Department authorized custody personnel to initiate extensions if they desire to remain in their current assignment. To date, 353 deputies have taken advantage of this offer, which will ultimately cause a reduction of time that deputies will serve in a custody assignment.

As noted in the above item, recommendations for a two-track career path were presented to the CEO, ALADS, PPOA, and the Public Safety CARs meeting on February 8, 2012, which will reduce the length of time deputies serve in custody.

CAMERA PROJECT STATUS REPORT

4/18/2012

MCJ			
MEN CENTRAL JAIL	CAMERAS REQUIRED	INSTALLED	NEEDED
1750 FLOOR	42	42	0
2000 FLOOR	139	139	0
3000 FLOOR	146	146	0
4000 FLOOR	97	97	0
5000 FLOOR	42	42	0
9000 FLOOR	24	24	0
6000 FLOOR	25	25	0
7000 FLOOR	23	23	0
8000 FLOOR	29	29	0
PAROLE	36	36	0
OLD IRC	24	24	0
BASEMENT/KITCHEN	55	55	0
VISITING	23	23	0
TOTAL:	705	705	0

TTCF			
	CAMERAS REQUIRED	INSTALLED	NEEDED
TOWER 1			
LEVEL 1	47	0	47
LEVEL 2	36	0	36
LEVEL 3	58	0	58
LEVEL 4	58	0	58
LEVEL 5	58	0	58
LEVEL 6	58	0	58
LEVEL 7	58	0	58
TOWER 2			0
LEVEL 1	38	0	38
LEVEL 2	37	0	37
LEVEL 3	64	28	34
LEVEL 4	58	58	0
LEVEL 5	58	58	0
LEVEL 6	58	58	0
LEVEL 7	58	58	0
IRC			
LEVEL 1	47	17	30
LEVEL 2	45	0	45
TOTAL:	836	277	557



LOS ANGELES COUNTY SHERIFF'S DEPARTMENT **FORCE USED BY MONTH SIGNIFICANT VS LESS SIGNIFICANT**

2011

	January 2011			February 2011			March 2011			April 2011			May 2011			June 2011		
CUSTODY DIVISION	Sig Force	Less Sig Force	Total	Sig Force	Less Sig Force	Total	Sig Force	Less Sig Force	Total	Sig Force	Less Sig Force	Total	Sig Force	Less Sig Force	Total	Sig Force	Less Sig Force	Total
CRDF	6	2	8	8	5	13	4	4	8	2	2	4	5	2	7	10	1	11
CST	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
EAST FACILITY	2	3	5	4	0	4	0	0	0	0	0	0	0	1	1	0	1	1
IRC	9	3	12	9	1	10	12	1	13	10	0	10	8	6	14	8	2	10
MEN'S CENTRAL JAIL	16	1	17	19	1	20	11	1	12	9	2	11	17	5	22	10	3	13
MIRA LOMA FACILITY	0	0	0	0	2	2	1	0	1	0	0	0	0	0	0	0	0	0
NCCF	6	6	12	1	3	4	5	2	7	2	1	3	2	3	5	7	4	11
NORTH FACILITY			0			0			0			0			0			0
SOUTH FACILITY	0	1	1	0	0	0	2	0	2	1	0	1	2	0	2	0	0	0
TWIN TOWERS	5	2	7	8	1	9	3	2	5	7	1	8	9	0	9	6	2	8
	44	18	62	49	13	62	38	10	48	31	6	37	43	17	60	41	13	54

	July 2011			August 2011			September 2011			October 2011			November 2011			December 2011		
CUSTODY DIVISION	Sig Force	Less Sig Force	Total	Sig Force	Less Sig Force	Total	Sig Force	Less Sig Force	Total	Sig Force	Less Sig Force	Total	Sig Force	Less Sig Force	Total	Sig Force	Less Sig Force	Total
CRDF	7	2	9	6	2	8	6	1	7	3	1	4	4	4	8	2	4	6
CST	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	2
EAST FACILITY	0	1	1	1	0	1	3	2	5	0	0	0	0	3	3	1	0	1
IRC	6	2	8	4	1	5	12	4	16	0	4	4	2	2	4	2	0	2
MEN'S CENTRAL JAIL	17	3	20	17	0	17	11	2	13	4	5	9	6	6	12	3	4	7
MIRA LOMA FACILITY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
NCCF	5	3	8	5	1	6	2	3	5	4	1	5	3	3	6	1	4	5
NORTH FACILITY			0			0			0			0			0	0	0	0
SOUTH FACILITY	2	0	2	0	0	0	2	0	2	1	0	1	1	1	2	0	0	0
TWIN TOWERS	7	1	8	5	1	6	4	4	8	7	4	11	3	5	8	4	3	7
	44	12	56	38	5	43	40	16	56	19	15	34	19	24	43	14	16	30

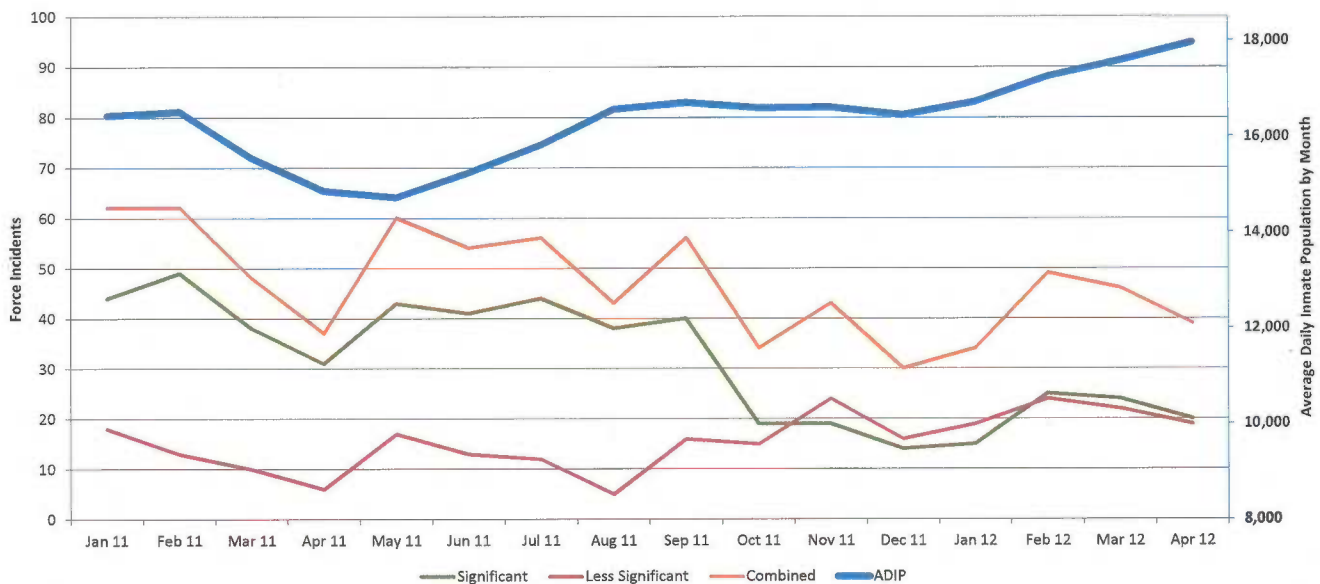
2012

	January 2012			February 2012			March 2012			April 2012			May 2012			June 2012		
CUSTODY DIVISION	Sig Force	Less Sig Force	Total	Sig Force	Less Sig Force	Total	Sig Force	Less Sig Force	Total	Sig Force	Less Sig Force	Total	Sig Force	Less Sig Force	Total	Sig Force	Less Sig Force	Total
CRDF	2	6	8	1	3	4	1	2	3	2	6	8			0			0
CST	0	0	0	3		3	1	1	2	1		1			0			0
EAST FACILITY	1	2	3	1	1	2		2	2	1		1			0			0
IRC	1	3	4	2	4	6	1	8	9	3	2	5			0			0
MEN'S CENTRAL JAIL	7	3	10	14	6	20	5	4	9	7	4	11			0			0
MIRA LOMA FACILITY	0	0	0			0			0			0			0			0
NCCF	1	4	5	2	2	4	6	1	7	2	3	5			0			0
NORTH FACILITY	0	0	0			0			0			0			0			0
SOUTH FACILITY	1	0	1		2	2	2		2			0			0			0
TWIN TOWERS	2	1	3	2	6	8	8	4	12	4	4	8			0			0
	15	19	34	25	24	49	24	22	46	20	19	39	0	0	0	0	0	0

	July 2012			August 2012			September 2012			October 2012			November 2012			December 2012		
CUSTODY DIVISION	Sig Force	Less Sig Force	Total	Sig Force	Less Sig Force	Total	Sig Force	Less Sig Force	Total	Sig Force	Less Sig Force	Total	Sig Force	Less Sig Force	Total	Sig Force	Less Sig Force	Total
CRDF			0			0			0			0			0			0
CST			0			0			0			0			0			0
EAST FACILITY			0			0			0			0			0			0
IRC			0			0			0			0			0			0
MEN'S CENTRAL JAIL			0			0			0			0			0			0
MIRA LOMA FACILITY			0			0			0			0			0			0
NCCF			0			0			0			0			0			0
NORTH FACILITY			0			0			0			0			0			0
SOUTH FACILITY			0			0			0			0			0			0
TWIN TOWERS			0			0			0			0			0			0
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

	2011 Totals			2012 Totals		
CUSTODY DIVISION	Sig Force	Less Sig Force	Total	Sig Force	Less Sig Force	Total
CRDF	63	30	93	6	17	23
CST	1	1	2	5	1	6
EAST FACILITY	11	11	22	3	5	8
IRC	82	26	108	7	17	24
MEN'S CENTRAL JAIL	140	33	173	33	17	50
MIRA LOMA FACILITY	1	2	3	0	0	0
NCCF	43	34	77	11	10	21
NORTH FACILITY	0	0	0	0	0	0
SOUTH FACILITY	11	2	13	3	2	5
TWIN TOWERS	68	26	94	16	15	31
	420	165	585	84	84	168

Force By Month 2011



Reportable force is less significant when it is limited to any of the following and there is no injury or complaint of pain nor any indication of misconduct:

- Searching and handcuffing techniques resisted by the suspect,
- Department-approved control holds, come-along, or take down,
- Use of Oleoresin Capsicum spray, Freeze +P or Deep Freeze aerosols, or Oleoresin Capsicum powder from a Pepperball projectile when the suspect is not struck by a Pepperball projectile.

Reportable force is significant when it involves any of the following:

- Suspect injury resulting from use of force,
- Complaint of pain or injury resulting from use of force,
- Indication or allegation of misconduct in the application of force,
- Any application of force that is greater than a Department-approved control hold, come-along, or take down. This includes the activation of the electronic immobilization belt or the use of the Total Appendage Restraint Procedure (TARP).

*Totals presented are as of 04/21/2012



LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

FORCE USED YTD 2007-2012



	2007	2008	2009	2010	2011	2012
Month	Total Incidents	Total Incidents	Total Incidents	Total Incidents	Total Incidents	Total Incidents
Jan	96	110	98	49	62	34
Feb	84	76	83	51	62	49
Mar	100	77	90	81	48	46
Apr	75	69	80	71	37	39
May	101	79	85	70	60	
Jun	91	85	93	71	54	
Jul	82	77	84	63	56	
Aug	98	96	114	67	43	
Sep	89	94	80	56	56	
Oct	105	73	89	52	34	
Nov	94	78	75	52	43	
Dec	99	66	85	58	30	
Grand Total	1114	980	1056	741	585	168
Percentage Difference		-12.03%	7.76%	-29.83%	-21.05%	-19.62%
2012 Numbers reflect the difference between the same time span from 2011.						

*Totals presented are as of 04/21/2012

**3-01/030.10 OBEDIENCE TO LAWS, REGULATIONS, AND ORDERS**

- a) Members shall not willfully violate any federal statute, state law or local ordinance,
- b) Members shall conform to and abide by the following:
- Charter of Los Angeles County,
 - Los Angeles County Code,
 - Rules of the Department of Human Resources,
- c) Members shall obey and properly execute all lawful orders issued by any supervisor of higher rank or classification or who is officially acting in such capacity,
- d) When assigned to duty with another member of the Department, an employee shall be subject to disciplinary action for any violation by the other member of any provision of this chapter unless the employee was unaware of the violation or unless the employee, if the situation permits safe and prudent action, attempts in good faith to prevent the violation and, at the earliest reasonable time, reports the violation to his supervisor,
- e) Members, who violate any rules, regulations, or policies of the Department or the County, shall be subject to disciplinary action. The commission or omission of any other act contrary to good order and discipline shall also be the subject of disciplinary action,
- f) Members, who are arrested or detained for any offense, or named as a suspect, other than an infraction under the Vehicle Code, shall immediately notify their immediate supervisor or Watch Commander of the facts of the arrest or detention or allegation.

After business hours, if the member is unable to contact their immediate supervisor or Watch Commander at the Unit of Assignment, the member shall contact Sheriff's Headquarters Bureau and request immediate notification to their Unit Commander. The member shall provide details of the arrest or detention to Sheriff's Headquarters Bureau, including alleged charge(s), location, police agency jurisdiction, and return phone number where the member can be reached, for relay to the Unit Commander. The Sheriff's Headquarters Bureau member receiving notification shall immediately notify the employee's Unit Commander.

The Unit Commander shall immediately notify Internal Affairs Bureau. The employee's Unit Commander shall immediately respond to the member's location if the member is arrested and taken into custody.

According to the nature of the offense and in conformance with the rules of the Department of Human Resources, disciplinary action may result and may include, but is not limited to, the following:

- A reprimand (written),
- Suspension without pay,
- Reduction in rank,



3-02/035.00 FORCE PREVENTION POLICY

It is the Sheriff's Department's responsibility to provide a safe custody environment for the inmates and a safe working environment for Sheriff's personnel. All employees shall view their professional duties in the context of safety for themselves, other employees, and inmates.

All jail personnel should maintain a professional demeanor, according to each situation, keeping in mind the Department's Core Values.

Department members shall only use that level of force which is objectively reasonable to uphold safety in the jails and should be used as a last resort. Reasonable efforts, depending on each situation, should be made by jail personnel to de-escalate incidents by first using sound verbal communications when possible. If verbal communications fail, reasonable efforts should be made to call a supervisor to assist in seeking compliance from disruptive inmates (Refer to CDM 5-05/090.05, Handling Insubordinate, Recalcitrant, Hostile or Aggressive Inmates).

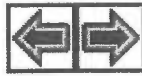
In cases where Sheriff's Department personnel must take action to conduct lawful duties where there is not necessarily an immediate physical threat, such as prolonged passive resistance or cell extractions, there shall be a tactical plan predicated on preventing the use of force whenever possible. Supervisors shall be present during planned tactical operations.

All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. All Department members shall focus on upholding safety, respect and professionalism, even in situations where force is required.

When force must be used, deputies and staff shall endeavor to use restraint techniques when possible, and use only that level of force required for the situation, consistent with Department's Situational Use of Force Options Chart (as defined in Manual of Policy and Procedures, Use of Force Categories, section 3-01/025.20).

Our collective and individual goal is to prevent force through effective communication emphasizing safety, respect, and professionalism as emphasized in the Department's Core Values.

**Revised 03/19/12
11/08/11 CDM**

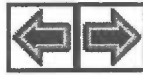
**3-01/025.10 UNREASONABLE FORCE**

Department members shall use only that force which is objectively reasonable. Unreasonable force is that force that is unnecessary or excessive given the circumstances presented to Department members at the time the force is applied. Unreasonable force is prohibited. The use of unreasonable force will subject Department members to discipline and/or prosecution.

The following uses of force are prohibited unless circumstances justify the use of deadly force (i.e., the individual's actions fall in the life-threatening/serious bodily injury category, section 3-01/025.20, Use of Force Categories)

- head strike(s) with an impact weapon;
- force specifically intended to incapacitate an individual by deliberately striking their head against a hard, fixed object (e.g., roadway, driveway, concrete floor, wall, jail bars, etc.);
- deliberately kicking an individual in the head with a shod foot while the individual is lying on the ground/floor; and/or,
- deliberately kneeling an individual in the head while the individual is lying down, causing their head to strike the ground, floor, or other hard, fixed object.

Revised 02/13/12
04/01/96 MPP

**5-09/434.05 ACTIVATION OF FORCE/SHOOTING RESPONSE TEAMS**

Watch Commanders and Supervising Lieutenants are required to make immediate verbal notification to the on-call IAB Lieutenant whenever any of the following occur:

- All shootings by any Department member, both on-duty and off-duty, including accidental discharges, warning shots, and the shooting at animals,
- All incidents in which Deputy personnel are shot,
- Hospitalizations due to injuries caused by any Department member,
- Skeletal fractures caused by any Department member,
- Significant force used by any Department member during or following a vehicular or foot pursuit,
- All large party situations where significant force is used,
- Injury or complaint of injury to a person's head, or neck area resulting in medical evaluation and/or treatment, following contact with any Department member (This does not apply to contamination due to Oleoresin Capsicum spray, Freeze +P or Deep Freeze aerosols, or Pepperball projectile powder),
- All head strikes with impact weapons,
- Deliberate kick(s) to an individual's head with a shod foot while the individual is lying on the ground/floor,
- Deliberate knee strike(s) to an individual's head while the individual is lying down, causing their head to strike the ground, floor, or other hard, fixed object,
- Canine bites resulting in medical treatment,
- Any death following a contact with any Department member,
- All inmate deaths,
- Injury or complaint of injury to a person's head, as a result of their head striking an object, i.e., wall, door jamb, metal bars, etc., due to force used by a Department member or as the result of accidental circumstances,
- Any of the above use of force witnessed by a Department member applied by personnel from another law enforcement agency involved in an operation with Department personnel,
- At any scene where the Sheriff's Response Team (SRT) is deployed.

The on-call IAB Lieutenant shall evaluate the information and determine if a response team activation is appropriate. The on-call Lieutenant shall also determine the appropriate make-up of each team and will cause the notification of those personnel.

The following types of incidents shall require mandatory activation of a Force/Shooting Response Team by the on-call IAB Lieutenant which may consist of an IAB Lieutenant, an IAB Force/Shooting Response Team, and a representative from the Training Bureau or Custody Training:

- All shootings in which a shot was intentionally fired at a person by a Department member,
- Any type of shooting by a Department member which results in a person being hit,
- Force resulting in admittance to a hospital,
- Any death following a use of force by any Department member,

- All head strikes with impact weapons,
- Deliberate kick(s) to an individual's head with a shod foot while the individual is lying on the ground/floor,
- Deliberate knee strike(s) to an individual's head while the individual is lying down, causing their head to strike the ground, floor, or other hard, fixed object,
- Skeletal fractures, with the exception of minor fractures of the nose, fingers or toes, caused by any Department member,
- Inmate deaths from other than obvious natural causes. This includes murders, suicides, overdoses, etc.

The IAB Force/Shooting Response Team shall prepare an administrative review of the incident which shall be submitted to the Executive Force Review Committee. The Captain of Internal Affairs Bureau is responsible for establishing an incident file containing the Force/Shooting Response Team's reports, and for ensuring that they are entered into the Personnel Performance Index.

If at any time the response team IAB Lieutenant determines that an administrative investigation is warranted, he shall brief the concerned Unit Commander, and with the concurrence of the concerned Division Chief, he shall direct the IAB investigators to commence an investigation. If it is determined that the conduct of any Department member may have been criminal in nature, the Force/Shooting Response Team Lieutenant shall immediately notify the concerned Unit Commander, and with concurrence of the concerned Division Chief, turn the investigation over to the Internal Criminal Investigations Bureau.

Revised 02/13/12

Revised 02/07/11

Revised 05/17/09

Revised 12/08/08

Revised 04/11/05

Revised 07/12/02

Revised 02/22/99

04/01/96 MPP

Los Angeles County Sheriff's Department

CUSTODY OPERATIONS DIRECTIVE

Custody Support Services



CUSTODY OPERATIONS DIRECTIVE: 12-001

DATE: FEBRUARY 17, 2012

ISSUED FOR: CUSTODY OPERATIONS DIVISION

MANDATORY ROTATION OF LINE PERSONNEL IN CUSTODY

PURPOSE

The purpose of this directive is to ensure job assignments for line personnel in Custody Division are rotated no less than every six months.

POLICY AND PROCEDURES

Effective immediately, all Custody Division unit commanders shall ensure line personnel are rotated between job assignments no less than every six months. Rotations shall be done in a manner that upholds safety and efficiency, while allowing personnel to learn numerous job functions. Compliance with this directive does not mandate the changing of regular days off or shift assignments for personnel.

Unit commanders with the concurrence of the Chief of Custody Division may use discretion for key positions that require additional training or experience that may impact the effectiveness of their command. These key positions shall be identified and reported annually to the Chief of Custody Division.

The policies and procedures outlined in this directive shall remain in effect until the Custody Division Manual is revised and/or this directive is rescinded.

RETENTION

Unit commanders shall ensure that scheduling records are maintained for 2 years to show compliance with this directive.

Questions regarding this policy should be directed by email or phone to Custody Support Services, Lt. Daniel J. Dyer at (213) 893-5096.

APPROVED: _____

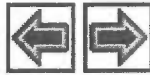
DENNIS H. BURNS, CHIEF
CUSTODY OPERATIONS DIVISION

DHB:oam

Originally Issued: 02/17/2012

Revised:

Latest Revision:

**5-12/005.00 TREATMENT OF INMATES**

Inmates are entitled to fair and impartial treatment. At the same time members must be firm and resolute in requiring compliance with rules and regulations. Members shall treat those persons in custody with respect and dignity.

Inmates shall not be threatened, intimidated, mistreated, abused, denied privileges, denied access to programs or services, or disciplined in retaliation for speaking with a legal representative, or any inmate advocacy organization. In addition, inmates shall not be threatened, intimidated, mistreated, abused, denied privileges, denied access to programs or services, or disciplined in retaliation for expressing dissatisfaction, or filing a complaint about the conditions of confinement including, but not limited to:

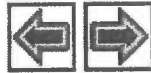
- Meals,
- Housing,
- Exercise,
- Visiting,
- Mail,
- Showers,
- Phones,
- Commissary,
- Medical treatment or medications,
- The performance of duties of Custody, Department of Mental Health, or Medical Services personnel.

Members shall consider inmate inquiries potentially legitimate, and when appropriate refer an inmate to personnel who can address the inquiry, or to the inmate complaint procedure. Members are prohibited from discouraging inmates from voicing complaints or concerns about their incarceration.

Revised 02/27/12

Revised 08/04/11

12/10/01 CDM

**5-12/005.05 ANTI-RETALIATION POLICY**

Inmates shall not be subject to retaliation through threats, intimidation, or mistreatment for any reason. When inmate conduct requires a response from Department members, it shall be handled through the criminal justice system, inmate disciplinary system, or other methods consistent with the Department's Core Values, policies, and procedures.

Inmates are part of a community inside the jail system and should be encouraged to express complaints, requests, or recommendations to Department members. Inmates shall also have the right to communicate with legal representatives or inmate advocacy organizations about complaints or personal legal matters. Members shall not ask inmates for details of their communications, or interfere with the intent to discourage complaints.

Department members shall not remove or deprive an inmate from correspondence, including names, phone numbers, contact information, or any information that is used for legitimate and lawful purposes.

Any allegation of retaliation by an inmate will be objectively and thoroughly investigated by the Sheriff's Department. The allegation will be documented by the supervisor receiving the complaint on a SH-AD 32A and submitted to the unit commander of the involved facility for review. The unit commander will forward a copy of the complaint to Internal Affairs Bureau, Internal Criminal Investigations Bureau, and the Office of Independent Review. The Captain of Internal Affairs Bureau will determine which unit will conduct the investigation.

02/27/12 CDM



5-09/430.00 USE OF FORCE REPORTING AND REVIEW PROCEDURES

Any use of force which is greater than that required for unresisted Department-approved searching or handcuffing, including the use of oleoresin capicum (pepper) spray, Freeze +P, Deep Freeze aerosols, or powder from a Pepperball projectile must be reported. Additionally, any use of force which results in an injury or a complaint of pain must be reported.

Directed Force

Directed force is any force used by Department personnel at the direction of a supervisor to control an individual or a group.

Responsibilities for Reporting the Use of Force

Members shall immediately make a verbal notification to their immediate supervisor (in this section, "supervisor" refers to a minimum rank of Sergeant) in all cases in which they use reportable force. Members witnessing reportable force used by another Department member or by anyone working with or on behalf of the Department shall immediately advise their supervisor, who will determine whether a separate report/memorandum by the witness(es) is required. Members witnessing reportable force (as defined in this section) used by employees of another law enforcement agency shall immediately advise their supervisor and write a memorandum documenting their presence or, if applicable, provide a copy of their patrol log.

NOTE: Refer to MPP section 5-09/431.00 through 5-09/434.15 for the use of force reporting and review procedures involving shootings by Department members.

Whenever an incident involving reportable force requires a first report, all details regarding the use of force shall be included in that report. When feasible, force reports shall be reviewed and approved by the supervisor to whom the force incident was initially reported. A reference to the verbal notification and the name of the supervisor to whom it was made shall be included in the first report. Each assisting member who used force, including partners, shall submit a separate supplementary report detailing his actions. When practical, reports relating to the use of force incident shall be submitted to the supervisor to whom the initial incident was reported.

Each member reporting force in a report or memorandum shall describe in detail the actions of the suspect necessitating the use of force and the specific force used in response to the suspect's actions. Any injuries or complaint of injuries, and any medical treatment or refusal of medical treatment, shall be documented in the first report, supplementary reports or memoranda.

When force is used during crowd control situations and an arrest cannot be made, or the person(s) cannot be identified, Department members shall report their individual uses of force, directed or otherwise, to an on-scene supervisor as soon as safely possible. The application of force applied to a group, or members of a group who are not arrested or cannot be identified, shall be documented on a single use of force memorandum by the on-scene supervisor and approved by the Incident Commander.

Reporting of force used in crowd control situations in which individuals are arrested, or who can be identified, shall be reported as an individual use of force consistent with this policy.

Force Allegations

Allegations of force, whether made by the person upon whom the alleged force was used or by a third party, shall be investigated in a timely manner similar to a force investigation (e.g., interview the complainant and witnesses, collect evidence, gather documents, respond to the scene, take photographs, etc.). The Department member to whom the force allegation was reported shall report the allegation to their immediate supervisor (supervisor refers to a minimum rank of Sergeant). That supervisor shall immediately conduct an inquiry in order to determine whether the allegation has validity (i.e., whether it is corroborated by statements and/or evidence).

The supervisor conducting the inquiry shall adhere to the following guidelines:

- follow up on information provided by the individual making the allegation (i.e., interview person(s) whom the individual said were present and/or witnessed the incident, look for and collect evidence that the individual mentions);
- collect evidence and take statements;
- take photographs of the location, if appropriate;
- review any medical records (in cases of an inmate, review the inmate injury report). If an inmate injury report was not prepared for an inmate, ensure that one is prepared and the inmate is medically treated;
- photograph all visible injuries (if applicable); and,
- thoroughly document/describe all statements taken and evidence collected.

An inquiry into a force allegation shall be documented in a memorandum from the supervisor to the Unit Commander and shall include the reason(s) why the supervisor conducting the inquiry determined there is or is not validity to the allegation. The Unit Commander shall take one of the three following actions: 1) close the inquiry if there is no validity to the allegation; 2) initiate an administrative investigation if the inquiry reveals possible misconduct that could result in discipline, such as unreported use of force; or, 3) initiate a criminal investigation if the inquiry reveals reasonable suspicion that a crime occurred (e.g., assault under the color of authority).

In cases wherein the inquiry revealed that a use of force occurred, and the involved deputy admitted to participating in the incident but did not realize that the circumstances constituted reportable force and, therefore, did not report the incident, use of force protocols shall be followed.

Closed force allegation inquiries shall be forwarded to the concerned Division Chief for review/concurrence and subsequently forwarded to the Discovery Unit for retention.

Transporting Suspects

Whenever a suspect upon whom force was used is transported to a medical facility for examination or treatment prior to booking or housing in a custody facility, the transporting Deputy shall immediately advise the Field Sergeant or immediate supervisor. Except in the most compelling of circumstances, personnel involved in a significant use of force, including participants, witnesses, and supervisors directing force, shall not transport the prisoner. If

compelling circumstances require the prisoner be transported by a participant, witness, or involved supervisor, detailed justification shall be made in all supervisors' subsequent reports. The Sergeant shall immediately advise the Watch Commander or Supervising Lieutenant that the suspect is being treated or examined following a Deputy's use of force.

When a suspect must be transported from the field directly to County-USC Medical Center, IRC, CRDF or Twin Towers for booking, the Watch Commander or Supervising Lieutenant shall arrange to conduct the prisoner interview at the booking site, according to the procedures outlined in the sub-section entitled "Watch Commander's Responsibilities."

Medical Treatment

A suspect must be transported to a medical facility for examination/treatment by qualified medical personnel whenever the person:

- Strikes his head on a hard object, or sustains a blow to the head/face, as a result of the application of force by a Deputy, regardless of how minor any injury to the head/face may appear. The Deputy transporting the suspect shall inform the doctor that the suspect was struck on the head or struck his head,
- Is restrained with a carotid restraint, or any kind of neck/throat restraint, whether or not he is rendered unconscious. The Deputy transporting the suspect shall inform the medical staff of the fact that the suspect was restrained with a carotid restraint and whether or not he was rendered unconscious,
- Is hit with a specialized weapon projectile (such as an Arwen round, Taser dart, Stunbag, Pepperball projectile, etc.),
- Has injuries that appear to require medical treatment,
- Alleges any injury and requests medical treatment, whether or not he has any apparent injuries,
- Alleges that substantial force was used against him, whether or not he has any apparent injuries or requests medical treatment,
- Was wearing the electronic immobilization belt during its activation (unless qualified medical clearance is obtained in the field),
- Has the Total Appendage Restraint Procedure (TARP) applied on them (unless qualified medical clearance is obtained in the field). Refer to section 3-01/110.22 for additional information.

Any doubt regarding the need for medical treatment shall be resolved by transporting the suspect to an appropriate medical facility.

If the suspect refuses medical treatment in any of the cases previously described, he shall be transported to a medical facility and required to personally inform the medical staff of his refusal to receive medical treatment. The Deputy transporting the suspect shall include in the appropriate report or memorandum the name of the medical personnel to whom the suspect indicated his refusal and the name of the medical staff member authorizing booking at the Station or regular jail housing. In addition, an effort should be made to have the medical staff complete an admission report on the suspect and to indicate the suspect's refusal of medical treatment on that report.

If the medical staff indicates that the suspect should be treated despite his refusal, the suspect shall be transported to the County-USC Medical Center Jail Ward or to the appropriate

Custody Division medical facility for treatment or medical review.

Immediate Supervisor's Responsibilities

The Field Sergeant or immediate supervisor shall respond without unnecessary delay to any incident involving reportable force, and shall immediately advise the Watch Commander or Supervising Lieutenant of any significant force incident.

Reportable force is significant when it involves any of the following:

- Suspect injury resulting from use of force,
- Complaint of pain or injury resulting from use of force,
- Indication or allegation of misconduct in the application of force,
- Any application of force that is greater than a Department-approved control hold, come-along, or take down. This includes the activation of the electronic immobilization belt or the use of the Total Appendage Restraint Procedure (TARP). Refer to section 3-01/110.22 for additional information.

In instances of significant force, the Field Sergeant or immediate supervisor shall do the following:

- Locate and interview all potential witnesses, including Department personnel, and document their statements, including those who could have witnessed but claim not to have witnessed the incident. In situations involving very large numbers of potential witnesses, the Watch Commander, or in the case of a Force/Shooting Response Team rollout, the Team Lieutenant, shall determine the appropriate scope of the witness canvass necessary to sufficiently document the force incident,
- Photograph the scene in conditions as near as possible to those at the time of the force incident, if appropriate,
- Complete a "Supervisor's Report, Use of Force" (SH-R-438) for each member who used force,
- Interview the attending physician or other qualified medical personnel, when the suspect is taken to a medical facility for examination, as to the extent and nature of the suspect's injuries, or lack thereof, and whether the injuries are consistent with the degree of force reported,
- Photograph the Deputies' injuries, if appropriate,
- In incidents involving the Total Appendage Restraint Procedure (TARP), the supervisor shall ascertain the following, if possible, and this information shall be placed in the Watch Commander's memorandum (Force Review Packet):
 - How long the subject was restrained with the TARP,
 - The emergency medical services agency that responded to the scene of the TARPing,
 - How the subject was transported and in what body position(s) they were placed during the transport,
 - The length of time of the transport phase,
 - The observations of the subject's psychological/physical condition while TARPed and during the transport phase,
 - Any alleged recent drug usage by the subject or indications by them that they suffer from cardiac or respiratory diseases (e.g., asthma, bronchitis, emphysema, etc.).

For additional information, refer to section 3-01/110.22.

If the force used falls into one of the categories requiring Force/Shooting Response Team, the Sergeant's or immediate supervisor's function shall be limited to notifying the Watch Commander, identifying and interviewing witnesses and preserving the scene and evidence as appropriate.

Reportable force is less significant when it is limited to any of the following and there is no injury or complaint of pain nor any indication of misconduct:

- Searching and handcuffing techniques resisted by the suspect,
- Department-approved control holds, come-along, or take down,
- Use of Oleoresin Capsicum spray, Freeze +P or Deep Freeze aerosols, or Oleoresin Capsicum powder from a Pepperball projectile when the suspect is not struck by a Pepperball projectile.

Use of Oleoresin Capsicum spray, Freeze +P or Deep Freeze aerosols, or Oleoresin Capsicum powder from a Pepperball projectile is not considered significant force if it causes only discomfort and does not involve injury or lasting pain. In these cases, the Field Sergeant or immediate supervisor shall:

- Advise the Watch Commander or Supervising Lieutenant as soon as possible,
- Interview the person/prisoner if practical,
- Complete a "Supervisor's Report, Use of Force" (SH-R-438) for each member who used force and include a narrative briefly documenting the circumstances and synthesizing any statements acquired,
- Ensure distribution of the SH-R-438 as indicated on the form.

Watch Commander/Supervising Lieutenant's Responsibilities

The Watch Commander or Supervising Lieutenant shall, with extreme priority, personally examine any suspect/inmate on whom significant force has been used and interview him regarding the incident. Except in the most compelling of circumstances, personnel involved in a significant use of force, including participants, witnesses, and supervisors directing force, shall not be present when the interview is conducted. If compelling circumstances require their presence, detailed justification shall be made in all supervisors' subsequent reports. When interviewing suspects/inmates regarding use of force incidents, the Watch Commander shall ask the person if he has any injuries, the nature of the injuries, and if he wants medical treatment. These questions must be asked whether or not the suspect/inmate has any apparent injuries (Refer to the section entitled "Medical Treatment" for required treatment.). If the suspect is taken to a medical facility for examination or treatment, the Watch Commander shall ensure that a supervisor interviews the examining physician or qualified medical personnel as to the extent of the injuries, or lack thereof, and whether the injuries are consistent with the degree of force reported.

The Watch Commander/Supervising Lieutenant shall tape-record the interview of the suspect/inmate and, if appropriate, photograph him, paying particular attention to any known or alleged areas of injury (Obtain suspect consent for photographing injuries hidden by clothing). Where practical, the suspect/inmate should not be interviewed during actual treatment. Prior to beginning the interview, the time, date and location of the interview shall be clearly stated,

along with the name, rank, and employee number of all persons present.

The Watch Commander/Supervising Lieutenant shall submit a force review package (see subsection entitled "Force Review Package") to the Unit Commander as soon as possible detailing the results of his review and his recommendation as to whether further action or investigation is warranted.

Requesting a Force/Shooting Response Team

The Watch Commander/Supervising Lieutenant is responsible for making an immediate verbal notification to the on-call Internal Affairs Bureau Lieutenant in any of the following situations:

- All shootings by any Department member, both on-duty and off-duty, including accidental discharges, warning shots, and the shooting at animals,
- All incidents in which Deputy personnel are shot,
- Hospitalizations due to injuries caused by any Department member,
- Skeletal fractures caused by any Department member,
- Significant force used by any Department member during or following a vehicular or foot pursuit,
- All large party situations where significant force is used,
- Injury or complaint of injury to a person's head, or neck area, resulting in medical evaluation and/or treatment, following contact with any Department member. (This does not apply to contamination due to Oleoresin Capsicum spray, Freeze +P or Deep Freeze aerosols, or Pepperball projectile powder),
- All head strikes with impact weapons,
- Deliberate kick(s) to an individual's head with a shod foot while the individual is lying on the ground/floor,
- Deliberate knee strike(s) to an individual's head while the individual is lying down, causing their head to strike the ground, floor, or other hard, fixed object,
- Canine bites resulting in medical treatment,
- Any death following a contact with any Department member,
- All inmate deaths,
- Injury or complaint of injury to a person's head, as a result of his or her head striking an object, i.e., wall, door jamb, metal bars, etc., due to force used by a Department member or as the result of accidental circumstances,
- Any of the above uses of force witnessed by a Department member applied by personnel from another law enforcement agency involved in an operation with Department personnel,
- At any scene where the Sheriff's Response Team (SRT) is deployed.

The Internal Affairs Bureau Lieutenant shall determine whether the response of a Force/Shooting Response Team is appropriate. If a response team is to be sent, the Internal Affairs Bureau Lieutenant shall direct the Watch Commander/Supervising Lieutenant as to whether to conduct a suspect/inmate interview.

The Watch Commander/Supervising Lieutenant shall make an immediate verbal notification to the Unit Commander of any incident requiring a Force/Shooting Response Team response. (Refer to section 5-09/434.05 Activation of Force/Shooting Response Teams). The Watch Commander shall respond to the location when an employee discharges a firearm, whether intentional or unintentional. The involved employee's Unit Commander shall respond to the

location (if within Los Angeles County) when the employee, on or off duty, intentionally discharges a firearm at a person, whether or not anyone is hit, as well as to any type of shooting by the employee which results in a person being hit. The involved employee's division commander shall also be verbally notified and shall respond to the location (if within Los Angeles County) when the employee, on or off duty, intentionally discharges a firearm at a person, whether or not anyone is hit, as well as to any type of shooting by the employee which results in a person being hit. Exceptions must be approved by the involved employee's Division Chief.

In any situation in which a Force/Shooting Response Team responds to conduct a force review, the Watch Commander/Supervising Lieutenant shall cooperate with and assist team personnel in conducting the review. Neither the Watch Commander/Supervising Lieutenant nor the Sergeant shall conduct a suspect/inmate interview unless directed to do so by the Internal Affairs Bureau Lieutenant. A Unit-level force review package shall not be submitted on any force incident which is documented by Force/Shooting Response Team personnel who have responded to the scene.

Watch Sergeant/Line Sergeant's Responsibilities

Sergeants approving reports shall ensure that all pertinent information is contained in the crime report. Particular attention should be given to the description of the use of force and the suspect's actions compelling the use of force.

After approving reports involving the use of force, the Sergeant shall ensure that a photocopy of the approved crime report is forwarded immediately to the concerned Watch Commander for inclusion in the force review package.

Force Review Package

The Watch Commander/Supervising Lieutenant shall prepare and submit a force review package to the Unit Commander for all reviews of significant force not conducted by a Force/Shooting Response Team. The force review package shall include the following items:

- Watch Commander's memorandum to the Unit Commander detailing the findings of the use of force review, including an explanation of the incident, witness/suspect statements and qualified medical personnel's statement. Additionally, in instances of the Total Appendage Restraint Procedure (TARP) being applied, the TARP-related information obtained from the immediate supervisor, as outlined in the Immediate Supervisor's Responsibilities subsection, shall be documented in the memorandum. For additional information, refer to section 3-01/110.22,
- Supervisor's Reports, Use of Force,
- Copy of SH-R 49 and related supplemental reports,
- Copy of in-service rosters for the concerned shift(s),
- Documentation such to show suitable treatment from qualified medical personnel was sought and/or received,
- Photographs or video-tape of suspect's injuries or areas of alleged injury (copies of booking photographs may also provide excellent documentation),
- Tape-recording or video-tape of Watch Commander's interview of suspect, inmate and/or witnesses,
- Tape recording of the Sergeant's/Supervisor's witness interviews,

- Any related material which is deemed significant or serves to further document the incident, such as dispatch or complaint telephone tapes, other photos, etc.

The force review package shall be forwarded to the Unit Commander for approval. Force review package material is to be retained at the Unit level until further notice.

Unit Commander's Responsibilities

The Unit Commander shall evaluate all force review packages and the Watch Commander/Supervising Lieutenant's findings concerning the use of force. The Unit Commander shall determine if further action or investigation is necessary. If further investigation is warranted, he may either initiate an administrative investigation or request an investigation by the Internal Criminal Investigations Bureau. The Unit Commander shall ensure that the member(s) who used force are notified as soon as possible in any case requiring further investigation.

In all use of force incidents wherein the on-call IAB Lieutenant is notified or when a suspect or prisoner is transported to a hospital for medical treatment, the Unit Commander shall forward copies of the following documents to both the Division Chief and the Internal Affairs Bureau within three business days:

- The Watch Commander/Supervising Lieutenant's detailed memos,
- The "Supervisor's Reports, Use of Force,"
- All related SH-R 49 reports.

The Unit Commander is also responsible for ensuring the additional distribution of the Supervisor's Reports, Use of Force as follows:

- Original to Leadership and Training Division Headquarters,
- Copy with Force Review Package,
- Copy to employee.

Division Chief's Responsibilities

The Division Chief shall, within three business days of receipt, review all use of force incidents in which a suspect or prisoner is transported to a medical facility for treatment. The Division Chief shall note his concurrence with the Unit-level force review on the documents and return them to the Unit for retention in the Unit file. In the event that the Division Chief does not concur, he may specify to the Unit Commander the additional steps necessary to satisfactorily complete the package or notify Unit Commander of Internal Affairs Bureau and request an administrative investigation by Internal Affairs Bureau.

Internal Affairs Bureau Responsibilities

Internal Affairs Bureau personnel shall, within three business days of receipt, review all Unit level force review package documents forwarded by the Unit Commander. The purpose of the IAB review is to ensure that a disinterested, experienced investigator examines the incident in terms of policy adherence, potential liability and completeness of documentation. The reviewing IAB investigator shall notify the IAB Captain of any incident in which he feels further documentation or investigation is appropriate. The IAB Captain will in turn notify the Chief of

the Leadership and Training Division and the concerned Unit Commander. The Chief of the LTD will notify the concerned Division Chief of any IAB request for further documentation or investigation.

Revised 02/13/12
Revised 02/07/11
Revised 03/01/10
Revised 09/23/09 (Implementation October 1, 2009)
Revised 05/17/09
Revised 12/08/08
Revised 07/27/08
Revised 12/21/05
Revised 05/16/05
Revised 04/11/05
Revised 05/19/03
Revised 07/12/02
Revised 04/15/02
Revised 10/29/99
04/01/96 MPP


COUNTY OF LOS ANGELES

SHERIFF'S DEPARTMENT*A Tradition of Service Since 1850*

DATE: November 4, 2011

OFFICE CORRESPONDENCE

FILE: 211935

FROM: DENNIS H. BURNS, CHIEF
CUSTODY OPERATIONS DIVISIONTO: CUSTODY AND CORRECTIONAL
UNIT COMMANDERS
ALEXANDER R. YIM, CHIEF
CORRECTIONAL SERVICES DIVISIONSUBJECT: **CUSTODY DIVISION DIRECTIVE 11-005 (FORMAL) CUSTODY FORCE RESPONSE TEAM (CFRT)**

The purpose of this directive to establish the Custody Force Response Team.

Custody Force Response Team (CFRT)

The Sheriff's Department has created a Custody Operations Division, Custody Force Response Team, whose goal is to ensure high quality force investigations through incident oversight and investigative evaluation. The Custody Force Response Team (CFRT) will be comprised of sergeants, designated to respond to specific force incidents, where they will monitor various aspects of the inquiry, including but not limited to: interviewing participant employees, inmates, and witnesses, examining any video or evidence and monitoring the facility supervisor as they conduct their inquiry.

The Response Team Sergeants shall act as an on-scene resource for the handling supervisor: providing information, guidance, analysis and recommendations. In the course of reviewing the incident, the Response Team Sergeant may give specific direction to the handling supervisor, if appropriate. The facility supervisor has the primary responsibility of handling and documenting the force incident; however, the CFRT has the authority to take control and assume responsibility for the investigation. In the event of policy violations the CFRT Lieutenant may initiate a request for an administrative (internal) investigation, through proper channels.

In examining force incidents, Response Team Sergeants will pay particular attention to events that precipitated the use of force and the tactics used. In incidents where multiple employees are participants, additional focus will be placed on the actions of responding personnel and the tactics involved in their engagement.

CFRT Notification

Watch Commanders are required to notify the Internal Affairs Bureau (IAB) per the IAB notification criteria. If IAB responds to the incident, NO notification to the CFRT is required.

Watch Commander shall make immediate verbal notification to the CFRT Lieutenant whenever any of the following force incident criteria are present:

- When IAB is notified and they decline to respond, the CFRT will be notified
- Significant inmate injuries as a result of employee contact or alleged contact
- Significant employee injuries as a result of inmate contact
- Taser – if use results in significant inmate injury
- Personal weapons used – if use results in significant inmate injury
- Impact Weapon/shod foot used - if use results in significant inmate injury
- Carotid restraint
- Emergency Response Team action resulting in significant inmate injury
- Any head strikes – including the head striking any fixed/hard object
- Watch Commander may seek a CFRT response due to the circumstances

During business hours (M-F, 0800-1700), the Watch Commander shall notify the Custody Force Response Team by calling Custody Headquarters at: (213) 893-5004. After hours notifications shall be made through Sheriff's Headquarters Bureau: (323) 267-4800.

Significant Injury for the Purpose of this Policy

Significant injuries consist of more than redness, swelling, or bruising. Complaints of pain will not be considered notification criteria unless the complaint is regarding the head, neck, or spine; or, may possibly be indicative of an internal injury. The removal of Taser probes in and of themselves does not constitute a significant injury.

CFRT Response

The CFRT Lieutenant shall evaluate the information and determine if response is appropriate.

Unit Commander Duties

Upon completion of the Use of Force packet and Watch Commander's review, the facility will contact the respective CFRT Sergeant and make arrangements for delivery of the entire packet (including video and evidence if requested). The use of force packet is due to the CFRT Sergeant no later than 14 days after the incident. The CFRT Sergeant has 7 business days to review the packet and return it to the facility with noted changes, concerns or questions, if any. The CFRT Lieutenant will review the CFRT Sergeant's notations prior to the return of the packet to the facility.

Upon receipt of the packet, the Unit Commander has up to 7 days to ensure the changes are made (if any), note they have reviewed it, and return the packet to the CFRT Lieutenant for the Custody Force Review Committee (CFRC). The packet must be received by the CFRC no later than 30 days after the incident. The force investigation will be scheduled for a Custody Force Review Committee evaluation.

When an unforeseen circumstance interferes with a unit's ability to meet any of the above stated time lines, the Unit Commander will advise their Division Chief and request an extension in writing in five day increments.

CFRC Disposition Duties

The CFRC will decide on the final disposition of the force packet. Moreover, the Chairperson of the CFRC will sign as the approving authority on the SH-R- 438. The CFRC will return their findings to the Unit Commander within 5 business days. The Unit Commander has 30 days to respond to the CFRC's findings.

After review by the CFRC, the Use of Force packet will be returned to the facility for processing to the Discovery Unit.

Questions regarding this directive should be directed by email or phone to Custody Support Services, Lt. Bruce D. Chase at (323) 383-5350.

DHB:ARY:oam

**COUNTY OF LOS ANGELES
SHERIFF'S DEPARTMENT
MEDICAL SERVICES BUREAU**

POLICY # M206.09	EFFECTIVE DATE: 08/31/2011
SUBJECT: INJURY/ILLNESS REPORT - INMATE	REVISION DATE: 10/26/2011

PURPOSE

To provide a process for disclosure of certain medical information to custody personnel as allowed by law for the protection of the welfare of inmates and maintenance of jail security and order.

POLICY

The health care clinician will provide a limited amount of information regarding reports of illness and injury complaints by inmates, to ensure adequate communication to administration including but not limited to use of force and or injuries investigations.

PERFORMED BY

Licensed nursing personnel
Physician/Mid-Level Provider

DEFINITIONS

- **Colored Medical Tags:** are Inmate Medical Transportation Tags provided and controlled by custody personnel and are utilized for all **non-appointment** transportation of inmates to medical facilities. Once the nurse or provider has notified custody personnel regarding the mode of transport, the deputy will complete the appropriate transportation tag and affix it to the inmate's wristband.

NOT DISASTER TAGS

- **Red Tag:** will be used when an inmate's medical needs require that he/she is transported **immediately** via paramedics to an acute care facility.
- **Yellow Tag:** will be used when an inmate's medical needs require that he/she is transported within a two hour time period to an acute care facility.

GENERAL INSTRUCTIONS

The medical/mental health records shall be maintained separately from and in no way be part of the inmate's other jail records. Communication of information obtained in the course of medical/mental health screening and care may be provided to jail authorities when necessary for the health and safety of such individuals and the administration and maintenance of safety, security and good order of the correctional institution.

Any injury claimed by the inmate or suspected by medical staff to have been committed by a Sheriff's Department member or any Law Enforcement personnel shall with extreme priority be telephonically or in person reported by the identifying provider or nursing personnel to the Watch Commander. An email will be sent by the reporting person to the facility Clinical Nursing Director and the employee's immediate supervisor regarding the notification. The reporting of this incident should not interfere with necessary or emergent medical care.

PROCEDURES

1. The nurse or provider will assess the patient and document findings in the medical record. If the patient states that they were injured, or the provider and/or nurse suspects an injury, the supervisor on duty can assist with the notification of the Watch Commander.
2. When presented, the nurse will complete only the **Medical Statement Portion** of the Illness/Injury Report when it has been initiated by custody personnel and presented to the nursing personnel for completion. The information on the form will be limited to the following:
 - a. Patient's statement regarding how the injury was obtained or if the illness was related to an injury.
NOTE: If the patient is unconscious or unable to answer, that information will be documented.
 - b. Brief description of injuries including location and type, i.e., bruising, swelling, redness, etc.
NOTE: If no injuries claimed or visualized, that information will be documented.
 - c. The nurse will indicate the plan of care including referral to provider, referral to acute care facility, etc.
 - d. The nurse will check the box if the request was related to an injury or illness.
 - e. The nurse will check the box if the injury was consistent with the claim.
NOTE: If the nurse is unable to determine this information, then the boxes will be left blank.
 - f. The nurse will check the box regarding follow up treatment recommended based on the provider's order or referral to the MD line.
 - g. For those patients requiring acute care referral, the nurse will notify custody personnel regarding the transfer including the mode of transport. The nurse will check the box for yellow or red tag based on the mode of transport, if applicable.

REFERENCES:

- California Code of Regulations, Title 15, 1205 Medical/Mental Health Records.
- Code of Federal Regulations, 45; 164.512(k)(5)(i).
- Custody Division Manual, 4-01/020.05 Inmate Injury Illness Reporting
- Custody Division Manual, 5-03/095.00 Inmate Medical Transportation Tag
- Medical Services Bureau Policy, M211.01 Medical Record Documentation.

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- National Commission on Correctional Health Care, Standards for Health Services in Jail, J-H-02 Confidentiality of Health Records.